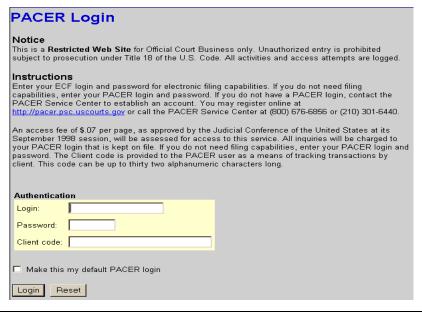
CM/ECF Chapter IV Queries and Reports External User's Guide U.S. Bankruptcy Court, Southern District of Florida Reports - PACER Login

This procedure demonstrates the steps to take to run and print ECF Reports. The majority of the reports require that the user log into PACER. Once logged in, you will not be asked again for the Login, Password, and Client Code. If you wish to change to a different Client Code click on **Logout** from the main menu, then log back into ECF. A new PACER login screen will be displayed screen.

We ask that you do not run reports between the hours of 10:00 AM and 3:00 PM. This is the heaviest processing time and will slow the system for both internal and external users.

- STEP 1 Click on **Reports** from the main menu.
- STEP 2 The **Report Events** screen will display the following reports.
 - ♦ Cases
 - Claims Register
 - Docket Report
 - ♦ Calendar Events (non billable report)
 - ♦ Creditor Mailing Matrix
 - ♦ Order Query (non billable report)
 - ♦ Ballot Report (non billable report)
- STEP 3 Select the desired report. Click **Next**. The **PACER** Login screen will display.



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STEP 4 Enter the following:

- A. Login
- B. Password
- C. Client code (if applicable)

NOTE - It is not recommended that the user click on the check box to make these entries a default PACER login.

STEP 5 Click **Login**.